



# DES MOINES, IOWA AREA LOCAL

AMERICAN POSTAL WORKERS UNION, AFL-CIO

1200 E. EUCLID • DES MOINES, IOWA 50316  
TELEPHONE 515/265-7371 • FAX 515/265-6270

## RESPONSIBILITY TO REPORT ADDRESS/PHONE CHANGES

For: All Letters of Warning, Suspensions, and Discharges.

I \_\_\_\_\_, understand that it is my responsibility to notify the Union Office if there are any changes of my current address or telephone number(s). This will allow the union officials to contact me for added information about my grievance or to notify me of any hearing date(s).

I understand that my failure to keep the union informed of my current address and/or telephone number could result in the withdrawal of my grievance due to the fact that the union official was unable to contact me.

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Current Address

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Current Telephone Number

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Alternate Telephone

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Steward

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Date

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Signature